

MAVEA Maine Learning Results/Curriculum Integration Project
Student Information System (SIS) – Technical Help Topics

- ◆ The Customize School Information directions in the Administrative Help Manual will give you all you really need to do to personalize SIS for your school, and no Access training is required.
- ◆ In reports, most of us have preferences for fonts, lay outs, and logos and all this is possible with SIS reports – however, it is really recommended strongly that you have – or find a colleague who has – some Access training in designing reports before you mess around with it. That having been said –
- ◆ Student Reports are stored in the tch.mdb file. There are some other types of reports you may wish to play with stored in the adm.mdb file. Make the design changes to the reports on a master copy before installing on individual computers – otherwise, you’ll be spending a lot of time redoing the work at each computer station.
- ◆ In the tch.mdb file → Select the Report Tab in the Database Objects view → Select the report you want to customize → open in design view. → Open the tool box. Before inserting your logo, you may have to move/ resize other information in the Header or Footer to make room. [eg - perhaps move the performance level rating key to the footer].
- ◆ To insert your logo, select the unbound object frame icon in the tool box. → draw a small square where you want your logo → a dialog box will open asking create new or from file → click from file → select object type from the pulldown menu → click okay and browse for the file you want and click insert. If you right click on the object frame to get to properties and under format/size mode, select “zoom” your logo should fit in box. Object can be resized, moved etc.
- ◆ If you got this far, you probably realize you can change fonts, edit/reposition text etc. Have fun.
- ◆ Repeat this process for each report you want to customize.
- ◆ When you are finished, refresh the links between tables to avoid scrambled data.